



Notre École

FRENCH IMMERSION STEAM SCHOOL

2023-2024 Student and Family Handbook

Note École | District 4276

5920 Golden Valley Rd.

Golden Valley, MN 55422

Telephone: (952) 228-1097

www.notrecole.org

Table of Contents

HOW TO USE THE STUDENT & FAMILY HANDBOOK	10
INTRODUCTION	10
Mission.....	10
Commitments.....	10
The administration commits to:	11
Teachers commit to:.....	11
Parents and guardians commit to:	11
What Is a Charter School?.....	11
Board of Directors	12
Parent Teacher Association (PTA).....	12
ACADEMIC EXPECTATIONS.....	12
French Immersion.....	13
Homework.....	13
Consequences of Missed Homework.....	13
Standardized Tests	14
Parent-and-Teacher Conferences	14
Report Cards.....	14
AFTER SCHOOLGUIDELINES.....	14
AFTER SCHOOL GYM GUIDELINES.....	15
ALLERGIES.....	15

ARRIVAL, SEE MORNING ARRIVAL	15
ATTENDANCE	15
Unexcused Absence Automated Alert via Phone and Email Also see Unexcused Absence	16
Minnesota Attendance Law	16
Daily Attendance and Tardy Arrival Procedures	17
Reporting an Absence or Tardy	17
Early Dismissal and Requesting an Early Dismissal	18
Excused Absences and Excused Tardies.....	18
Unexcused Absences and Unexcused Tardies	19
Unexcused Absences/Consequences.....	19
Tardiness/Consequences	20
Extended Absences/Family Days.....	20
Routine Absences.....	20
Attendance-Related Extracurricular Activity Restrictions.....	21
AUTHORIZED AND RESTRICTED RELEASE.....	21
BACKGROUND CHECKS—EMPLOYEES, SERVICE PROVIDERS, CONTRACTORS, VOLUNTEERS	21
BAGS, TRANSPORTING ITEMS TO AND FROM SCHOOL	22
BEHAVIORAL EDUCATION	22
Seven principles guide the RC approach:	22
At the heart of the RC approach are ten classroom practices:	23
BEHAVIOR MANAGEMENT	23

No Physical	23
Discipline	24
Disrespectful behavior is unacceptable and will be reported to the Dean of Students.	24
Classroom Behavior	24
When Teachers Engage an Administrator’s Help for Behavior.....	24
Behavior Referrals.....	25
Options, Procedures and Consequences	25
1 st Level Action	26
2 nd Level Action	26
3 rd Level Action.....	26
BIKE OR WALK TO OR FROM SCHOOL	26
BIRTHDAYS	27
BULLYING	27
Definitions of Bullying	28
The Safe and Supportive Schools Act offers the following definitions of bullying:	28
Intimidating, threatening, abusive, and harming conduct may involve, but is not limited to:	28
Types of bullying include, but are not limited to:	28
Bullying of any kind will not be tolerated and is prohibited:	29
Reporting Bullying	29
Response to Bullying	29
Consequences of bullying may include but are not limited to the following:	30

BULLYING/CYBERBULLYING.....	30
BUSES	30
Cost of Busing.....	31
CHEATING AND ACADEMIC DISHONESTY.....	31
Examples of academic dishonesty include but are not limited to:	32
CHILD ABUSE, SUSPECTED CHILD ABUSE, OR CHILD NEGLECT.....	32
CLEAN SCHOOL/NO LITTERING	32
COMMUNICATION WITH PARENTS.....	32
CONFISCATED ITEMS.....	33
CYBER THREATS.....	33
DETENTION, IN-SCHOOL SUSPENSION, SUSPENSION AND EXPULSION.....	33
Detention	33
In-School Suspension	34
Suspension	34
Expulsion	34
DISMISSAL.....	34
Timing of Dismissal.....	35
DISMISSAL DURING SPECIAL EVENTS	35
Special Event Dismissal	35
EARLY DISMISSAL and REQUESTS FOR AN EARLY DISMISSAL	36
EATING, WHERE IS IT ALLOWED?	36

EMERGENCY PREPAREDNESS	36
Drills, Closed Campus, and Signing In and Out	37
EXTENDED CARE—MORNINGCARE AND AFTERCARE.....	37
Morningcare.....	37
Aftercare	37
Computer Access during Aftercare	38
Aftercare Pickup	38
Aftercare Billing.....	38
FIELD TRIPS.....	38
FINANCIAL POLICIES	38
Records, Fees, and Bill Requests	38
GAMES AND TOYS AT SCHOOL	38
GRIEVANCES	39
HALLWAY PASSES	40
ILLNESS AND INJURY/STUDENTS	40
IMMUNIZATION REQUIREMENTS/STUDENTS	40
INTERNET AND CYBERSPACE ACCEPTABLE USE	41
ITEMS NOT ALLOWED AT SCHOOL	42
LEAVING THE CLASSROOM DURING CLASS	43
LIBRARY	43
LOCKERS	43

LOST AND FOUND	43
LUNCH AND SNACK	43
Ordering School Lunches and Milk.....	43
Forgotten Lunches	43
Lunch ID Cards.....	44
Parents/Guardians Eating Lunch with Their Children	44
Student Lunches.....	44
Snacks.....	44
MEDICATION/STUDENT MEDICATION	44
Administering Medication at School.....	45
MISSED CLASSES AND MAKE-UP WORK.....	46
MOBILITY AIDS SUCH AS CRUTCHES OR WHEEL CHAIRS.....	46
MORNING ARRIVAL	46
Car Drop-Off Safety	46
NOISE EXPECTATIONS AT SCHOOL	46
NON-DISCRIMINATION	46
PARKING GUIDELINES.....	46
PROPERTY/SCHOOL PROPERTY	47
PROTECTION AND PRIVACY OF PUPIL RECORDS.....	47
PUBLICITY/SCHOOL PUBLICITY	47
RACIAL SLURS, VERBAL ABUSE, OBSCENITY, AND PROFANE LANGUAGE OR GESTURES	48

SCHOOL DAY, OFFICE HOURS, AND WHICH DOOR TO USE.....	48
SEXUAL HARASSMENT.....	48
SPECIAL EDUCATION	48
STUDENT SEARCHES	49
TECHNOLOGY/PERSONAL ELECTRONICS.....	49
Audio Devices Such as iPods, MP3 Players or CD Players	50
Cell Phones, Apple Watches/Smart Watches at School.....	50
Cell Phone Cameras and Digital Cameras	50
Electronic Readers Such as Kindles or Nooks.....	51
iPads or Tablets	51
THEFT AND VANDALISM.....	52
THREATS TO FACULTY, STAFF, STUDENTS AND VISITORS	52
TOBACCO, ALCOHOL, AND CHEMICAL SUBSTANCES	52
SCHOOL ATTIRE	52
Winter Clothing	52
VIOLENCE/PHYSICAL VIOLENCE	52
VISITORS, GUESTS, AND ACCESS TO THE FACILITY	52
VOLUNTEERING	53
WATER BOTTLES/GLASS CONTAINERS	54
WEAPONS.....	54
WEATHER/SEVERE WEATHER.....	54

YOUTUBE 54

APPENDIX - Notre Ecole COVID-19 Safety Plan 55

HOW TO USE THE STUDENT & FAMILY HANDBOOK

Updated annually, the Student & Family Handbook is a resource about how the school's mission, principles and expectations translate into everyday life at Notre École and how the school implements School Board policies. We ask Notre École families to read the Handbook each year, discuss behavior expectations with their children, and complete the [Student & Family Handbook Acknowledgement of Receipt](#) to indicate that they have done so.

Please refer to the Handbook as school questions arise throughout the year. Organized alphabetically, the Handbook begins with a Table of Contents. Much detail is offered in the book though it does not encompass every situation or circumstance that may arise between Kindergarten Roundup and fifth grade graduation.

INTRODUCTION

Notre École is a language-immersion, STEAM, tuition-free, teacher-powered charter school with an emphasis on science and technology that will provide a unique opportunity for students. At our school, we strive for excellence in education, respect for diversity and strength of character. We provide a rigorous academic program centered in language immersion and cultural literacy. Our caring and dedicated faculty, staff and administration work together with parents, community partners, and the School Board to create a safe, respectful, rigorous, and enjoyable learning environment.

Mission

The mission of Notre École is to equip our students with a solid foundation for future achievement in school and life through providing:

- a quality child focused-education, focused on developing the full potential of each student
- an emphasis on global awareness and understanding
- an emphasis on developing creative thinking skills, problem-solving skills, curiosity, and perseverance
- unique STEAM learning experiences (science, technology, engineering, art, and math)
- an immersion in the French language and in Francophone cultures around the world.

Commitments

School administrators, teachers and parents work together, guided by a shared commitment to the school. Parents and guardians are important partners in a child's education. At Notre École, we ask you to make a commitment to helping your child succeed in school.

The administration commits to:

Creating an organized, safe, and supportive environment for students, teachers, and parents; managing school operations responsibly to ensure continued progress and success; maintaining a program rooted in French immersion best practices; and rigorous academics for all students.

Teachers commit to:

Partnering with parents in the academic progress and behavioral growth of their children; planning and delivering instruction that captures the interest and meets the needs of every student; demonstrating genuine concern and respect for each student, family, and staff member; managing classrooms and teaching the immersion language curriculum; and responding calmly, clearly, and consistently to behavioral situations.

Parents and guardians commit to:

1. Ensure that your child eats healthy food, sleeps adequately, and exercises regularly.
2. Make sure your child arrives on time daily. Please contact the school about any tardy arrivals or absences.
3. Request and complete the necessary paperwork if a child requires medication at school.
4. Ensure that we have your complete, current contact information.
5. Support the school's mission of French language learning.
6. Read to or with your child or provide a daily opportunity for independent reading.
7. Check that homework is completed and returned to school.
8. Attend fall and spring conferences, and address concerns with teachers.
9. Abide by school policies.
10. Trust that teachers, staff, and administrators also will abide by their commitments.

What Is a Charter School?

Charter schools are independent public schools that are part of the state's public school system, but operate independently of the traditional school district in which they are located. Each charter school has its own governing board. Typically, the founding board is a group of parents, teachers, and community members who come together to create a school with a particular focus, such as language, or a specific educational philosophy or approach to teaching, such as classical education or project-based learning.

After the school is operational, the school community (parents and staff) selects members to serve on the school's governing Board of Directors. According to Minnesota law, at the end of its third year of operation, a charter school must have a fully elected Board. For additional information about charter schools, visit the websites of these organizations: Center for School Change and Minnesota Association of Charter Schools.

Board of Directors

The Board of Directors, or School Board, is the elected governing body of Notre École. Its members develop the vision and mission of the school; select, support, and evaluate a chief executive; ensure effective planning; set policy to ensure the school's ongoing viability; oversee the monthly and long-term financial management of the school; and abide by school bylaws. Elected by current parents, staff, and board members, the School Board consists of members representing three constituencies: licensed Notre École teachers; current Notre École parents /legal guardians; and community members. There must be at least one person from each constituent group on the board at all times.

Board meetings are open to the public in accordance with the Minnesota Open Meeting Law. A public comment period is offered at each regular School Board meeting. To make a comment, sign up at the meeting. Regular meetings of the School Board are listed on the school's master calendar. In the event of a Special Meeting, a 72-hour notice will be posted on the bulletin board of the school (required by law), and, if possible, on the website as a courtesy to parents. There is typically no public comment period at a special meeting.

Parents, staff, and community members are encouraged to run for seats on the School Board. Each member is elected to a three-year term; as such, only a few seats are up for election each year, and this provides board continuity and stability. Elections are held annually in the spring, and a call for candidates is sent 60 days prior to the election date.

Parent Teacher Organization (PTO)

The school's parent group or "PTO" is led by a volunteer board. The PTO's mission is to support the mission of Notre École, its students, teachers, and staff by providing volunteers, fundraising, and assistance in cooperation with the school Coordinators and the Board of Directors.

Active volunteerism is important to our school, and the PTO invites all parents and guardians to volunteer at the school four hours or more each school year and read the school's newsletter to keep up to date regarding volunteer needs.

ACADEMIC EXPECTATIONS

Notre École students are expected to come to school prepared to learn. Notre École teachers and staff believe it is their responsibility not only to teach academic content, but also to instruct students in good study habits. These habits include attending school daily unless one is ill, paying careful attention in class, completing homework on time, and daily reading. We value a positive attitude toward learning, and students may receive group and individual recognition for demonstrating good habits.

We teach students that their responsibility at school is to learn. We discourage behavior that interferes with learning. No student has the right to keep the teacher from teaching or other students from learning. Actions that interrupt student participation or attention in the classroom may result in teachers redirecting students to “take a break” until they regain self-control. The student is welcome to rejoin the rest of the class when ready to participate and be attentive. If an issue persists, or is of a serious nature, the teacher may request administrative assistance. This step will involve the collection of feedback from the student as well as teachers. Parents or guardians may be contacted if an issue persists.

French Immersion

The leading value at Notre École is the immersion of students in French language and culture. Our expectation is that students will progress through the natural stages of language understanding and acquisition. Students first are asked to listen attentively. In kindergarten, they initially may respond using English to communicate needs and ask questions. Some students may exhibit a period of silence in speech, as they grow accustomed to the settings in which French is spoken. Finally, students begin using oral French with increasing ease and accuracy. Once students reach this stage of ease with the oral language, they are prepared to deepen their reading and writing skills.

Notre École follows research theories and immersion education best practices such as language separation in time and place. Notre École’s French-speaking teachers and staff members speak only French in the presence of students.

We understand and follow language acquisition theories and support students’ language learning stages. We encourage students to begin speaking French as soon as they are willing to try to do so. Students, staff, parents, and other visitors are strongly encouraged to support and maintain a French-only environment. Students are asked to use French in interactions with teachers, staff, and friends.

Homework

Homework gives students the opportunity to practice new skills and builds upon classroom work. It can have a positive effect on achievement and helps develop lifelong skills of self-discipline, motivation, curiosity, and confidence. Parents can support children by providing a well-supplied, quiet and well-lit space for homework. Offer encouragement and show appreciation for knowledge and skills. If students are falling behind in homework, teachers will work with them and may communicate with you about it. If students fall significantly behind, parents or guardians may be asked to attend a meeting in order to work together with administrators and teachers to help the student complete work.

Homework assignments are an extension of what students have already learned and reviewed in class. Assignments do not require skills that students have not yet begun to practice.

Parents of students in lower grades are strongly encouraged to read to their children for at least 30-minutes daily as part of the homework routine.

Standardized Tests

Notre École students participate in required statewide assessments, starting in 3rd grade, such as the Minnesota Comprehensive Assessments (MCAs). In addition, we administer FASTbridge assessments to track student math and reading progress throughout the year. Notre École parents and guardians who refuse to have their children participate in state-required standardized assessments should read this and complete the form on the guide's third page: [Parent/Guardian Guide and Refusal for Student Participation](#). Return completed forms to the Assessment Coordinator or the Coordinator of Notre École. (Minnesota Statutes, section 120B.31, subdivision 4a. Student Participation) To assess French proficiency, students in kindergarten through fifth grade will take GB+ reading assessments and students in fifth grade will take the DELFprim. We ask you to ensure that your children receive a healthy breakfast and adequate sleep on test days, and it is important that students attend school during testing periods.

Parent-and-Teacher Conferences

Notre École holds Parent-and-Teacher Conferences in October and April. Check school calendars for dates. Conferences are important, and you are strongly encouraged to attend. We will prompt you to register for conference appointments. If you are unable to meet with teachers during the designated conference period, contact them to schedule a time to meet.

In addition to conferences, parents may request meetings with teachers and administrators, for instance, if there are academic or behavioral questions or concerns. The best way to reach staff is via email, and they may be available before and after school, by appointment, and via telephone. Please allow 24 hours for staff to respond to messages.

Report Cards

Notre École follows a trimester calendar with three terms and three grading periods per year. Trimesters end in November, March, and June. We mail home report cards at the end of each trimester on dates published in the school's printed 12-month calendar.

AFTER SCHOOL GUIDELINES

The following After School Guidelines serve two purposes. First, they help ensure student and staff safety in and around our facility. Second, they help protect teaching preparation time after dismissal when teachers are relieved of student supervision duties.

- Unsupervised students are not allowed on campus after 3:25 p.m.

- Students must exit the building by 3:25 p.m. unless they are participating in school-approved after-school activities. Likewise, parents and visitors should exit the building by 3:25 p.m. unless they are assisting with a school-approved after-school activity.
- Classroom doors are closed and locked at 4:00 p.m.
- Retrieving belongings after 3:25 p.m.: Aftercare students and parents may retrieve items from lockers after checking out from Aftercare. They will not be allowed into classrooms to retrieve items.
- Pick up students within fifteen minutes: Parents must pick up their children from after-school events no later than 5:30pm.
- Aftercare fee for late post-activity pickups: Unsupervised students waiting for parents or guardians to pick them up fifteen minutes after school dismissal or the conclusion of a non-Aftercare after-school event will be checked into Aftercare and families will be billed.
- Parents and visitors: Parents and other visitors arriving to pick up children after 3:25 p.m. must check in with Aftercare staff. Activity leaders will escort students or Aftercare staff will call for students. Please wait for your children to arrive.
- At the conclusion of a non-Aftercare activity, the supervising adult will escort students to check out and meet parents. Students may not remain in classrooms after activities conclude.
- Students attending events: Students who wish to stay in the building, to attend an after-school event that begins after 3:25 p.m., must check into Aftercare prior to the event. For example, a student waiting to attend a 4:30 p.m. sporting event or a student waiting to perform in a 5 p.m. concert must be checked into Aftercare prior to the beginning of the event.

AFTER SCHOOL GYM GUIDELINES

- A parent, coach, or Enrichment teacher must supervise students in or near the gym after school. All other students must check into Aftercare.
- Aftercare students may not linger in the gym or in the gym foyer, without Aftercare staff permission and supervision.
- Students may not touch PE equipment without permission.

ALLERGIES

The school is an “allergen-aware” environment, which means that we recognize the potential for life-threatening allergic reaction in some of our students if they are exposed to certain allergens such as peanuts or tree nuts. Therefore, we ask parents to avoid all nut or peanut products when preparing lunches or snacks from home.

ARRIVAL, SEE MORNING ARRIVAL

ATTENDANCE

Parents and guardians should take daily attendance seriously because law requires that daily attendance and attendance information be part of each student's permanent school record. It is your responsibility to ensure that your child attends school and to communicate with Notre École about absences and tardiness. Unless your child is ill, or there are other emergency circumstances, your child should be at school all day. Time spent in class interacting with teachers and other students in French is essential to maintaining progress in all subject areas. While students can make up some missed schoolwork, daily learning experiences cannot be replicated at home.

Unexcused Absence Automated Alert via Phone and Email Also see Unexcused Absence

The school uses a database called JMC. This is where we record student attendance and grades, and it is through this system that Notre École compiles and sends required attendance reports to the State of Minnesota.

JMC automatically sends unexcused absence alerts to you via phone and email. These alerts are for student safety, and they remind you about whether our records show that an absence is excused or unexcused. If you receive an automated call, contact the school to fill us in on any missing information related to the absence. Note that JMC treats the unexcused absences you report to us ahead of time the same as unexcused absences that are not pre-reported. As a result, even after you appropriately alert us to an upcoming family vacation day, you will receive the automated call. If you've already told us about the day of absence, you do not need to contact the school.

Minnesota Attendance Law

All public school students in Minnesota must abide by the state's attendance law. Key points follow:

1. Children aged seven to sixteen must receive educational instruction, attend class regularly, and arrive on time. [MN Stat. 120A.22](#)
2. Children younger than seven enrolled in kindergarten or a higher grade must attend class regularly unless there is an official withdrawal from the school. [MN Stat. 120A.34](#)
3. Parents are required to notify the school when a child is absent or running late (tardy).
4. Notre École, a Minnesota charter public school, is required to keep accurate attendance records and report truant students to the Minnesota Department of Education and the office of the county attorney.
5. The term continuing truant is defined as a student under the age of sixteen who is absent from school without lawful excuse in a single year for three days if the student is in elementary school or three or more class periods on three days if the student is in middle school. [MN Stat. 120A.22](#)
6. The term habitual truant is defined as a student under the age of sixteen who is absent from attendance at school without lawful excuse for seven school days if the student is in elementary

school or one or more class periods on seven school days if the student is in middle school. [MN Stat. 260C.007, Subd. 19](#)

Daily Attendance and Tardy Arrival Procedures

Students should arrive in the building between 8:40a.m. and 8:50a.m. Homeroom teachers take attendance at 9:00 a.m. via the JMC database.

1. Students arriving in homeroom after 9:00 a.m. are tardy.
2. A student arriving at school after 9:00 a.m. needs to notify school staff of arrival by ringing the school doorbell. A staff member will accompany the student from the school entry door to their classroom.
3. JMC generates an automated phone call and email to you if your student was marked absent, unexcused. Also see Unexcused Absence.
4. Late arrival due to a late-arriving school bus is an excused tardy.

Reporting an Absence or Tardy

Notify main office staff before 8:30 a.m. if your child will be late or absent. Communicating orally with your child's teacher about an absence or tardy is welcomed but not sufficient. Failure to report an absence using one of the three options below will result in your child being recorded unexcused. Unexcused absences add up and may become a truancy issue if disregarded. Communicate with the school about absences and tardies in one of three ways:

1. By phone 952-228-1097
2. On the Notre Ecole website via the [Student Absentee /Tardy/Early Dismissal Form](#) found under the Families Tab→ Forms on the school website.
3. Via handwritten note delivered to the school office or teachers

Include the following information when communicating with the school about an absence or tardy:

1. Student's name
2. Grade
3. Date(s) of absence or tardy
4. The reason for the absence or tardy
5. Your signature, if it is a handwritten note

Early Dismissal and Requesting an Early Dismissal

- Regular dismissal runs at 3:25 p.m.
- A dismissal is an “early dismissal” if it occurs between 9:00 a.m. and 3:00 p.m.
- There are no early dismissals from 3:00 to 3:25 p.m. (except in emergencies).

Leaving school early means missing instructional time. Keep early dismissals to a minimum by using teacher professional development days for dental appointments, for instance. Avoid appointments on exam days, noted on the school's 12-month wall calendar.

Parents and guardians may request an early dismissal by phone (952-228-1097), via handwritten note delivered to the school, or by using the online form called “[Student Absentee /Tardy/Early Dismissal Form](#),” which is found under the Families Tab→ Forms on the school website. Submit your request as soon as you know you will need your child to miss school time.

The latest moment for you to request an early dismissal is two hours before the time you wish to pick up your child. For instance, if you need to pick up your child at 1:30, submit your request by 11:30 p.m. If you miss this timing window, you must wait for regular dismissal to begin at 2:15 pm. or 2:30 pm.

Excused Absences and Excused Tardies

An excused absence or tardy is one for which no consequence is assessed to a student, and, in the student's official attendance record, the school codes this as “absence excused” or “tardy excused.” Minnesota State Attendance Law allows schools to excuse absences and tardies for the following reasons:

1. Personal Illness. Students who are ill should not come to school. The school may request a health care provider's statement for more than five consecutive days of absence due to illness or repetitive or irregular absence due to illness, including mental health.
2. Serious illness in the student's immediate family.
3. Healthcare appointments. When possible, please use non-school days or schedule appointments before or after school. Avoid scheduling appointments during exams. If you must schedule an appointment during school hours, the school may request a written note from a healthcare provider in order for the appointment to be excused.
4. Family emergencies requiring immediate action.
5. Religious holidays and functions.
6. School-related functions such as Notre École field trips, and the like.
7. School buses that are running late.

In addition, Notre École allows five excused "Family Day" absences per year for pre-approved family functions, events, vacations, and the like. Also see Extended/Routine Absences.

Unexcused Absences and Unexcused Tardies

An unexcused absence or tardy is one for which the school did not receive a valid excuse. If you forget to notify Notre École when your child is absent or tardy, the absence will be recorded unexcused. We understand that some unexcused absences and tardies are uncontrollable, and Notre École may decide not to apply consequences for the absence, though the absence may still be recorded as unexcused. The following are not legal reasons for arriving late or keeping a child away from school:

1. Oversleeping, including "sleeping in" to catch up on rest after a late evening the night before.
2. Losing track of time or forgetting something at home whether this is your fault or your child's.
3. Staying home to help you with a project or to assist you with the care of a family member.
4. Missing the bus.
5. Vacations (some exceptions apply; see Extended/Routine Absences).
6. Traffic (some exceptions apply; late arrivals due to accidents, weather, buses arriving late to a stop, or other unforeseen travel issues may be excused at the discretion of the school.)

Unexcused Absences/Consequences

Unexcused absences are monitored by attendance staff and the school coordinators. Continuing patterns of unexcused absence will result in the following consequences:

1. After three cumulated unexcused absences, a parent or guardian will receive a notification in writing.
2. After five cumulated unexcused absences, the student's parent or guardian will receive a second notification in writing.
3. After six cumulated unexcused absences, the student is considered truant, and the school is legally bound to report the student to the family's county attorney's office.
4. After a report of truancy to the county attorney's office, the attorney's office will write to the student's parent or guardian. Additional unexcused absences will result in additional and potentially more serious consequences.
5. Parents or guardians of truant students aged 0-12 may be found guilty of a misdemeanor and may be charged with educational neglect or face a Child In Need of Protective Services petition. MN Stat. § 120A.22 and 120A.34
6. If the pattern of unexcused absence continues, further administrative action may be taken by the school.

Tardiness/Consequences

Unexcused tardies are monitored by attendance staff and the school coordinators. Unexcused tardies count towards a student's truancy record.

1. Three unexcused tardies equals one unexcused absence.
2. Six unexcused tardies equals two unexcused absences.
3. Nine unexcused tardies equals three unexcused absences.
4. A student is continually truant when he or she accumulates nine unexcused tardies, and the student's parent or guardian will be notified in writing.
5. A student is habitually truant when he or she accumulates 21 unexcused tardies, and the student will be reported to the family's county attorney's office.
6. If the tardy pattern continues, further administrative action may be taken by the school.

Extended Absences/Family Days

Each student may be granted five excused "Family Day" absences per school year for pre-approved family functions, events, vacations, or the like. For the absence to be excused, it must be pre-approved by the Executive Director or staff designated by the Executive Director. Use this form: Family Day Absence Request Form. These five excused absences may not be used at the end of a term or on exam days. Additional days of absence may be approved by the school. Extra school work may be required in order for absences to be approved.

Notify the school in advance of planned school absences (such as vacations) by using the Family Day Absence Request Form. Approved forms are circulated to your child's teachers.

- For absences of 1-14 consecutive days, submit the form at least ten days prior to the first day. Up to five days may be granted as excused Family Days. Additional excused days may be granted on a case- by-case basis.
- Absences of 15 or more consecutive days are considered leaves of absence (unless for medical reasons) and qualify as withdrawal from school unless they are pre-approved by the Notre École School Board. To obtain School Board approval for a leave of absence, submit your form at least six weeks prior to the first day.

Routine Absences

Notify the school in advance of routine absences (including routine early dismissals) by using this form: Recurring Absence Request Form. Approved forms are circulated to your child's teachers. Routine

absences due to non-school events, sports, performing, modeling, music, Scouts and the like may be pre-approved and excused at the discretion of an administrator. Submit the form at least ten school days before the start of a routine absence.

Attendance-Related Extracurricular Activity Restrictions

These guidelines apply to students in extracurricular school-sponsored activities or programs (fee- based or free) during or outside of school hours.

- Students with unexcused absences may not participate in extracurricular activities that day.
- Students absent for medical reasons must present to a school administrator a physician's statement or a statement from the student's parent or guardian in order to be permitted to participate in an extracurricular activity that day.
- Students serving suspension may not participate in extracurricular activities during the suspension.
- Students absent for school-initiated events may participate in extracurricular activities that day.
- Exceptions to these guidelines will be considered upon the advice and consent of the School Coordinators and staff responsible for the extracurricular activity. If the school determines that a student who is under extracurricular restrictions for academics, behavior or attendance is making sufficient effort and/or progress, the student may be permitted to participate.

AUTHORIZED AND RESTRICTED RELEASE

Notre École's policy is to release students to legal parents and guardians. You also may authorize the school to release your child to another designated adult, such as a grandparent or neighbor, by contacting the office by email, with written permission, or in person to give authorization to the adult picking up your child. When the authorized adult arrives to pick up your child, they should come to the school office where to show legal identification to confirm identity. If an adult attempts to pick up your child without written permission, the school will attempt to contact you.

Parents may use the [Restricted Release Form](#) to alert the school if there are specific adults who may not pick up their children. Legal documentation is required if a legal parent or guardian is not allowed to pick up your child. The school does not have the authority to refuse the release of a student to a legal parent or guardian without official court documentation on file at school.

BACKGROUND CHECKS—EMPLOYEES, SERVICE PROVIDERS,

CONTRACTORS, VOLUNTEERS

Notre École performs a background check on all employees and other individuals who provide services for the school. This includes the Coordinators, teachers, assistant teachers, administrative staff, and

Extended Care staff. All volunteers who routinely come into contact with students must have on file at school the Notre École background check; this is due every five years for volunteers. Independent contractors, including music instructors and individuals providing services for enrichment classes, must provide sufficient information and reasonable proof that they have passed a background check before working at the school. Additional checks, such as fingerprinting, may be required as indicated by state and/or federal laws.

BAGS, TRANSPORTING ITEMS TO AND FROM SCHOOL

Students may use backpacks, book bags, sports bags or messenger bags to bring their belongings to and from school, and the following specifics apply.

- Backpacks should be stored in student cubbies or lockers during the school day. For safety, students are asked not to bring backpacks with wheels, unless required for medical reasons or special needs
- For safety and security, backpacks and bags may not be left on the floor in the hallways. Unattended bags will be confiscated. If a student's bag or equipment does not fit in or above the cubby or locker, he or she may store it with the classroom teacher or in the office.

BEHAVIORAL EDUCATION

At Notre École, we ask everyone to model behavior that leads to engaged learning with respect for all learners and self-control. We believe that it is the right and the responsibility of all students to benefit and enjoy success at Notre École.

Responsive Classroom (RC) is an approach to teaching and learning that fosters safe, challenging, and joyful classrooms and schools, kindergarten through fifth grade. The Minnesota Department of Education endorses this program developed by classroom teachers and consisting of practical strategies for bringing together social and academic learning throughout the school day. Since 1981, thousands of classroom teachers and hundreds of schools have used RC to create learning environments where children thrive academically, socially, and emotionally. In many different school settings—urban to rural—RC helps decrease disruptive behavior in schools.

While classroom and general student management are the responsibilities of the teacher, the School Coordinators and Behavior staff oversee and follow through with student behavior issues.

Seven principles guide the RC approach:

1. The social curriculum is as important as the academic curriculum.

2. How children learn is as important as what they learn.
3. The greatest cognitive growth occurs through social interaction.
4. There is a specific set of social skills that children need in order to be successful academically and socially: cooperation, assertion, responsibility, empathy, and self-control (C.A.R.E.S.).
5. Knowing the children we teach—individually, culturally and developmentally—is as important as knowing the content we teach.
6. Knowing the families of the children we teach and working with them as partners is essential to children’s education.
7. How the adults at school work together is as important as individual competence. Lasting change begins with the adult community.

At the heart of the RC approach are ten classroom practices:

1. Morning Meeting—gathering as a whole class each morning to greet one another, share news and warm up for the day ahead
2. Rule Creation—helping students create classroom rules that allow all class members to meet their learning goals
3. Interactive Modeling—teaching children to notice and internalize expected behaviors through a unique modeling technique
4. Positive Teacher Language—using words and tone to promote children’s active learning and self- discipline
5. Logical Consequences—responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity
6. Guided Discovery—introducing materials using a format that encourages creativity and responsibility
7. Academic Choice—increasing student motivation by differentiating instruction and allowing students teacher-structured choices in their work
8. Classroom Organization—setting up the physical room in ways that encourage independence, cooperation and productivity
9. Working with Families—hearing families’ insights and helping them understand the school’s teaching approaches
10. Collaborative Problem-Solving—using conferencing, role-playing, and other strategies to engage students in problem solving

BEHAVIOR MANAGEMENT

No Physical

Notre École has a strict “no physical” rule. This rule applies, school-wide, to all students in Kindergarten through 5th grade. No physical means no physical action is allowed by a student that physically hurts, or has the potential to hurt, another student. Common examples of inappropriate physical behavior that are not allowed at Notre École include pushing, hitting, kicking, tripping, grabbing, holding, pulling, pinching, tackling, biting, kissing, poking, jabbing, throwing an object (such as a snow ball or rock), and hitting another with an object such as a stick or bat. No physical also includes pretend fighting, playful wrestling, and roughhousing with friends.

Discipline

Every student and employee of Notre École is entitled to learn and work in a safe school environment. To ensure this, Notre École has established discipline policies, consequences appropriate to the behavior and practices to promote consistency. Students are expected to behave in accordance with all of the following: federal, state, and local laws and regulations; Notre École Athletics policies; school policies; and appropriate school behavior as outlined in this Student & Family Handbook. Students with inappropriate behavior will be reported to the Coordinators and/or behavior staff. Inappropriate behavior and disruptions are viewed seriously because they prevent teachers from teaching and classmates from learning to full potential.

Disrespectful behavior is unacceptable and will be reported to the School Coordinators and/or Behavior staff.

Students are expected to treat each other and teachers with respect. Students who are disrespectful to teachers will be reported to the School Coordinators or behavior staff who may remove the students from class for disciplinary action. This type of behavior is a major breach of school discipline and will not be accepted. Disrespectful behavior toward other students should be reported to the School Coordinators and/or behavior staff as soon as possible for timely intervention. Also see the sections on Great Expectations and Behavior. Blatant or overtly disrespectful behavior toward teachers, staff administrators, school officials, or visitors may lead to immediate suspension or expulsion. Refusal to cooperate with teachers, staff, administration, and school officials, or to comply with school rules, will lead to suspension, and, ultimately, expulsion.

Classroom Behavior

Teachers practice the principles of Responsive Classroom. Incidents in the classroom that may result in the involvement of an administrator fall into two categories: Academic and Behavioral. Academic incidents include repeatedly not completing homework, missing materials, and not completing assignments. Behavioral incidents include class disruptions, inappropriate behavior, and excessive tardies. These incidents may be documented in JMC at the discretion of the administration. This information is used to track patterns of behavior or academic performance in order to provide help,

guidance, intervention, and disciplinary consequences when needed. Incidents are tallied per term and per year and are noted on report cards.

When Teachers Engage an Administrator's Help for Behavior

Teachers practice and implement Responsive Classroom strategies within their classrooms and manage most situations directly. However, when inappropriate student behavior is repetitive or more serious (such as repeatedly not completing homework, missing materials, not completing assignments, class disruptions, inappropriate behavior, or repeated tardies), the student will be referred to an administrator for intervention, may receive disciplinary consequences when appropriate, and the incidents may be recorded in JMC.

When a student has been referred to an administrator, the discipline guidelines will be implemented. These guidelines, and the potential consequences, apply when a student is present at school, on a school bus, or participating in a school-sponsored activity. The school's policy and guidelines for discipline outline possible violations and recommended consequences. Consequences may be modified or disregarded by school administrators if circumstances require an exception such as in the case of a student whose misbehavior is related to a disability.

Behavior Referrals

A "behavior referral" is a consequence for inappropriate behavior and means that a behavior incident or concern has been reported to a school administrator. Referrals include violations of school rules and codes of conduct anywhere in the school, on school property, on the school bus, and during school events such as field trips and school events.

When possible, the referral process follows these steps:

1. A teacher or member of the staff refers the student(s) to the School Coordinators.
2. The Coordinator(s) decides on a course of action, which may include meeting with the student(s)

at their current location or in the school office to address the concern and review the incident with the student (or students). Sometimes the response involves removing the student(s) from the classroom because behavior is disrupting learning, because a discussion would prove disruptive to the classroom, or for privacy.

3. After reviewing the incident and collecting pertinent facts, the Coordinator(s) determine the next steps, which may include 1st, 2nd or 3rd Level actions. See the next section, Options, Procedures and Consequences.

Options, Procedures and Consequences

Discipline cases are unique, and distinct facts help to determine the consequences. Administrators refer to this Handbook as a guide to evaluate cases as well as the student's age, maturity, previous disciplinary record (such as prior instances of misconduct or disciplinary measures) and circumstances surrounding an incident. Effort is made to manage student behavior and apply consequences while keeping a student in regular school programs when possible or appropriate. Parents are encouraged to become actively involved in the process. In most cases, the School Coordinator(s) will be the first administrator to address behavior concerns with students. In some situations, the behavior staff or a designee will be the first to address the concerns. The School Coordinator(s) consult regularly with the behavior staff regarding behavior concerns. The Coordinator(s) consult with the behavior staff in severe cases before determining a course of action, which may include the following:

1st Level Action

The student meets with the School Coordinator(s) or behavior staff. A warning or other appropriate consequences may be given. In addition, a parent or guardian may be notified by phone call or email, and a Behavior Detail Report may be sent home or emailed to be signed by a parent or guardian and returned to the School Coordinator to be kept on file. The incident may also be documented in JMC and may include an automated email report sent to parents or guardians.

2nd Level Action

Community service or other appropriate consequences may be given, and/or behavior contracts and plans may be written. A parent may be notified by phone call or email, and a Behavior Detail Report may be sent home or emailed to be signed by a parent or guardian and returned to the School Coordinator(s) to be kept on file. The incident also may be documented in JMC, and an automated email report may be sent to parents or guardians. The incident may be referred to the School Coordinator(s) and the behavior staff if needed. If a student is dismissed or suspended from school, a parent conference may be required to readmit the student to school.

3rd Level Action

A serious behavior incident has taken place or a serious pattern of repetitive negative behavior has been established. Serious action will be taken, possibly including a parent conference, community service, Behavior Plan, detention, suspension, or expulsion. At this stage, there may be a conference between involved parties so that a resolution may be reached. Notation of the behavior incident is placed in the student's permanent school record.

Notre École reserves the right to modify these guidelines as needed and to apply alternate consequences for policy violations and inappropriate behavior based on the unique factors surrounding each individual disciplinary case including, but not limited to, letters of apology and written commitments to change, restitution, various forms of community service, referrals to social services, suspension of extracurricular activities, assignment to special projects, Behavior Plans, detention, in-school suspension, suspension or expulsion.

BIKE OR WALK TO OR FROM SCHOOL

Students may walk or bike to school at your discretion. Parents who allow their children to walk or bike home after dismissal, need to let the school office know. Communicating the dismissal routine to the school helps the school safely track the location of every student during dismissal and gives the school permission to dismiss your children and allow them to travel home on their own. Bicycles must be secured to a bicycle rack with chain or cable and lock while on campus. Bike riders are expected to be cautious in the presence of vehicles and pedestrians and should be courteous and respectful at all times. Students who ride their bicycles or walk to school do so at their own risk. Notre École is not responsible for the supervision, safety or pace of walkers or bikers or damage to or theft of bikes while riding to or from school or while on school property.

BIRTHDAYS

Celebrating a birthday is an exciting and important event for a child. Students may bring to school birthday treats as long as there are enough for each student in the class. Edible birthday treats must be store-bought, include the printed ingredient list, nut-free and peanut-free, and ready to serve. Fruits that can be eaten whole and individually-packaged treats, such as ice cream bars or cupcakes, are preferred. Parents should not bring in birthday snacks that require preparation, such as cutting fruit or cake or serving ice cream, which can take away from class time. Simple favors such as stickers, pencils, or erasers for each child are appropriate celebratory treats; however, avoid sending toys because many students find it challenging to pack them in their backpacks for later enjoyment.

To avoid misunderstandings, if your child is having a birthday party outside of school and will invite Notre École friends to the gathering, do not distribute the invitations at school. Please also exercise sensitivity when planning guest lists so that feelings are not hurt.

BULLYING

All students have a right to feel comfortable, safe and welcome at school, to enjoy the learning process and build healthy human relationships. Even outside of school, bullying can have serious negative effects

on students and the school community. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate in a safe environment. Some bullying is unlawful. Since bullying influences the physical, social, psychological and educational wellbeing of our students, Notre École takes all bullying seriously. Notre École cannot monitor the activities of students at all times, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of its students and is within the control of the school, it is the school's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

Notre École's bullying policy complies with the Safe and Supportive Schools Act passed into law on April 9, 2014, and helps the school prevent and respond to acts of bullying in order to keep our students safe, healthy, and academically successful.

Definitions of Bullying

Bullying is different from interpersonal or social conflict that occurs from time to time amongst students. Interpersonal conflict can be discomfoting although it is a normal part of child and adolescent development. Students may need help working through issues of interpersonal conflict. Notre École assists students who are dealing with interpersonal conflict through Responsive Classroom practices.

The Safe and Supportive Schools Act offers the following definitions of bullying:

1. Intimidating, threatening, abusive, or harming conduct that is objectively offensive and in which there is an actual or perceived imbalance of power between the student engaging in the prohibited conduct (bullying) and the target of the behavior, and the conduct is repeated or forms a pattern;
2. Conduct that materially and substantially interferes with a student's educational opportunities, performance, or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Intimidating, threatening, abusive, and harming conduct may involve, but is not limited to:

1. Conduct that causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Violation (under Minnesota common law) of a student's reasonable expectation of privacy, defamation of a student or intentional infliction of emotional distress against a student;

3. Conduct, directed at any student or students, based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socio-economic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, or any additional characteristics defined in Minnesota Human Rights Law.

Types of bullying include, but are not limited to:

1. Verbal bullying including derogatory comments and name-calling.
2. Bullying through social exclusion or isolation—intentionally and blatantly excluding someone from a group.
3. Physical bullying such as hitting, kicking, shoving, or spitting.
4. Character assignation and sabotaging relationships by triangulating or spreading lies, cruel gossip, or false rumors.
5. Inappropriate, cruel, intimidating, or threatening letters or notes.
6. Having money or other possessions taken or damaged by another.
7. Being threatened, intimidated, or forced to do things by another.
8. Racial bullying.
9. Sexual bullying. Also see Sexual Harassment.
10. Cyber Bullying. Also see Cyberspace.
11. Any act of retaliation against a victim, good faith reporter, or witness of bullying.
12. False accusations or reports of bullying against another student.

Bullying of any kind will not be tolerated and is prohibited:

1. During school-sponsored and school-sanctioned programs, activities, events, and trips;
2. In school buildings, on school property, on buses or other school-provided transportation, and at designated locations where students wait for buses and other school-provided transportation; and
3. Through off-campus communication and use of electronic technology which seriously disrupts any student's education.

Reporting Bullying

Parents, students and staff should immediately report bullying concerns to the School Coordinators or Behavior staff. A report may be made anonymously; however, anonymous reports may limit the school's ability to respond effectively. Staff who witness bullying are required to make a reasonable effort to address and resolve the incident in a timely manner.

Response to Bullying

Notre École will intervene immediately upon hearing about reports of bullying by taking steps to protect the targeted person, bystanders, and others connected to the incident. Administrators will initiate an investigation of the incident within three days of receiving a report of alleged bullying, and a report will be completed within ten school days unless the Coordinators or Behavior Staff grants, in writing, a five-day extension due to extenuating circumstances. The purpose of the investigation is to determine whether a reported incident constitutes a case of bullying. All relevant facts and circumstances will be considered.

When investigating a report of possible bullying, administrators take into account the age and maturity of those involved; levels of harm, surrounding circumstances and the nature of the behavior; past or continuing behavior or patterns of behavior; relationships between or among those involved; and the context in which incidents occurred.

During an investigation, to the extent possible, administrators will: protect the confidentiality of bullying reporters; identify the people involved as well as bystanders and witnesses; consider how often the conduct occurred and whether there is a continuing pattern; consider whether a bullying target's learning, school opportunities, or school participation was affected; assess the impact of the incident in terms of school safety; contact families of those involved using discretion that is consistent with state and federal laws governing data access; take steps to ensure the safety of the targeted individual and prevent retaliation against the individual targeted by bullying; and apply remedial consequences that are fair, consistent, reasonable and age-appropriate. Interviews will be conducted in a private setting, and those accused of bullying and their targets will rarely be interviewed together. During interviews, the accused actor will be allowed to provide an explanation and defense. The investigation may also consist of other methods and documents deemed pertinent.

Consequences of bullying may include but are not limited to the following:

- Parent and student conferences with administrators.
- Counseling and mentoring between the targets of bullying and those accused of bullying to resolve conflict, promote reconciliation and assist with empathy training.
- Referral to therapists or counselors outside of Notre École.
- Amending 504 Plans or IEPs to address the skills or proficiencies that need to be addressed.
- Community service or restitution.
- Detention, in-school suspension, suspension or expulsion.
- Alternative consequences or intervention.
- Referral to law enforcement.

BULLYING/CYBER BULLYING

Cyber Bullying is using technology or other electronic communication to bully another. Methods include using a computer, cell phone or other electronic device to transfer a sign, signal, writing, image, sound, video or data. Also see Bullying. Examples of cyber bullying include, but are not limited to:

- Online fights, also called flaming, which use electronic messages with angry and vulgar language.
- Harassment—repeatedly sending offensive, rude, and insulting messages.
- Online denigration of another person, also called dissing.
- Character assassination/relationship sabotage—sending or posting cruel gossip or rumors about a person to damage his or her reputation or friendships.
- Impersonation—logging into someone’s account and posing as that person to send messages intended to make the person look bad, get a person in trouble, put a person in danger or damage a person’s reputation or friendships.
- Outing—sharing another person’s secrets or embarrassing information or images online.
- Trickery—tricking someone into revealing secrets or embarrassing information, then sharing it online.
- Exclusion—intentionally and blatantly excluding someone from an online group such as a buddy list.
- Cyber stalking—repeated intense harassment and denigration that includes threats or creates significant feelings of fear or intimidation.
- Sexting—sending or sharing suggestive or explicit pictures online or through cyberspace.

BUSES

Due to COVID-19, Bussing with Robbinsdale School District has been suspended for the school year. Families that live in Robbinsdale School District and require transportation to and from Notre Ecole, should notify the school to make arrangements.

Cost of Busing

Notre École’s busing service is free to families who are Robbinsdale school district residents.

CHEATING AND ACADEMIC DISHONESTY

Notre École strives to create an atmosphere of fairness. Academic dishonesty is unacceptable and is considered a major breach of school discipline.

If a student is suspected of cheating on homework or class work, the work may be confiscated, and the teacher will report the student to the School Coordinator(s) immediately. The student may be required to redo the work in the school office or with the teacher, either immediately or at a later time. If a student is suspected of cheating on an exam or test, it will be confiscated and the teacher will report the student to the School Coordinator(s) immediately. The student may be required to retake the exam in the School Coordinator(s)’s office or under direct teacher supervision. The student’s grade on the exam also may be adjusted depending on the circumstances and facts surrounding the incident.

Examples of academic dishonesty include but are not limited to:

1. Plagiarism – Taking the work of another and presenting it as one’s own such as “cutting and pasting” from a digital source or copying from a book or other document.
2. Collusion – Providing work or answers to another student. Both offenders may be subject to the same consequences.
3. Trickery – Presenting the work of a classmate to a teacher and claiming it as one’s own.
4. Cheat Sheets – Viewing notes, study guides, or “cheat sheets” during exams without permission including writing answers on one’s body or clothing.
5. Copying Answers – Copying answers for assignments or exams from another student’s work.
6. Electronic Devices – Using electronic devices to provide answers for assignments or exams without permission.
7. Any other dishonest method a student may use to misrepresent their abilities or efforts when completing assignments or exams.

CHILD ABUSE, SUSPECTED CHILD ABUSE, OR CHILD NEGLECT

In accordance with Minnesota Statute 626.556, school personnel are required to report suspected child neglect or physical or sexual abuse. It is a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when there is a reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years. Staff will follow this policy regarding all reporting procedures.

CLEAN SCHOOL/NO LITTERING

It is the responsibility of students and teachers to keep classrooms, gym, and hallways clean and neat. Students may not leave a homeroom at the end of the day until the room is clean and tidy. No littering of any kind is allowed. Refuse should always be thrown in appropriate recycling, organics, or trash bins. Also see sections on Items Not Allowed at School and Eating, Where Is It Allowed?

COMMUNICATION WITH PARENTS

To facilitate communication, teachers and staff use the online system on JMC and the Seesaw platform to post and send information about assignments and upcoming activities. Fall and spring conferences also are an important component of communication between teachers and parents. JMC issues attendance alerts to parents and guardians and also may be used to communicate about behavior. Via

email, the school sends an electronic newsletter, including announcements, pictures, links to forms, and other school-wide information. The school webpage serves as a repository for important information—newsletters, policies, forms, and detailed information may be found on the site: <https://www.notreecole.org>. The school mails information to parents at the beginning of a school year, and report cards are mailed, though our trend is to move toward digital communication.

Student backpack folders also are used for important communication with parents and guardians. Please check your child's backpack folder regularly, especially on Fridays.

Each spring the Board of Directors sets the academic calendar dates for the following school year and publishes a one-page calendar including the school start and end dates and vacation timing. An online directory is also published annually, and those who wish not to be included in the current year's directory must indicate so each year by submitting the Directory Non-Release Form. Parents are encouraged to communicate with teachers via email as need arises. Teachers are expected to check and respond to email within 24 hours as needed. For behavior or academic concerns, teachers will contact parents and guardians using the contact information you share with the school. If teachers are not able to connect with you directly, they may ask administrators to help.

CONFISCATED ITEMS

Any personal items violating school policy or that prove to be disruptive to the academic environment will be confiscated. The privilege to use personal audio devices and cell phones may be revoked at any time. Confiscated items will be held by the classroom teacher and made available for retrieval according to these guidelines:

- First Time – The item will be held until the end of the school day, at which point the student may retrieve it from the teacher.
- Second Time – The item will be held by the teacher for three school days, after which time the student or a parent may retrieve it from the Dean.
- Third Time – The item will be held by the teacher, for seven days, after which time a parent or guardian may retrieve it from the Dean.
- Fourth Time – The item will be held until the end of the term (up to 12 weeks), after which time a parent or guardian may retrieve from the teacher. The student may also be subject to further disciplinary action.
- Five or More Times – The item may be confiscated until the end of the school year and further disciplinary action may apply.

CYBER THREATS

A cyber threat is online material that threatens or raises concerns about violence against others, suicide, or other self-harm. Such threats may be direct or indirect. Direct cyber threats are clear, unconcealed

indications that someone may hurt others or cause self-harm possibly including suicide. Indirect threats may be in the form of distressing online material providing clues that a person is emotionally upset and may be considering hurting someone, hurting themselves, or committing suicide. Immediately report to the school any indications you or your child may have of direct or indirect cyber threats. Also see Cyber Bullying.

DETENTION, IN-SCHOOL SUSPENSION, SUSPENSION AND EXPULSION

Detention, in-school suspension, suspension, and (rarely) expulsion are designed to be deterrents and motivational tools used to help students improve behavior and make more positive personal choices. They add accountability for repetitive or serious behaviors that violate school policy, go against general Notre École behavior expectations, or are illegal. When assigned, a detention, in-school suspension, and suspension is mandatory, and the student may be required to serve the detention or suspension before resuming classes.

In-School Suspension

With an in-school suspension (ISS) the student is separated from regularly scheduled classes and has restrictions on movement within the school. In-school suspensions are held on an as-needed basis for a period to be determined by an administrator. These suspensions are on campus in a private, supervised room or office. Students serving ISS are not allowed to eat lunch with peers; they may bring a home lunch or a member of the staff will bring them their pre-ordered school lunch. While serving ISS students are required to work on school assignments. The student's family will be informed of the ISS and be sent home a Behavior Detail Report or an electronic alert.

Suspension

Suspension is an action taken by the school administration that prohibits a student from attending classes or school for a specified period. When a suspension is assigned, an administrator aims to improve a student's behavior, maintain a safe school environment, and communicate with the family and student about the severity of the situation. Denying a student the privilege of attending school sends a strong message. Suspending a student from school is one of the most severe forms of school discipline. Suspended students are responsible for the completion of all school assignments. The Coordinator informs the student's family of the suspension and sends home a Behavior Detail Report or an Infinite Campus electronic alert.

Expulsion

Expulsion is the exclusion of a student from school either permanently or for a specified period such as the remainder of a school year, an entire semester, or one calendar year. An expulsion requires the involvement of the School Board.

Notre École reserves the right to apply alternative consequences for policy violations and inappropriate behavior including community service, letters of apology, change commitments, special projects, behavior plans, restitution, detention, in-school suspension, suspension or expulsion. Review [Student Discipline Policy](#).

DISMISSAL

How is your child getting home today? Our students ride school buses, join carpools, walk home, or stay for after-school activities. Some students do the same thing every day, some don't. To help us keep track of what your family is doing daily, you have the ability to make changes of after school dismissal plans until 2:30 p.m. each day.

If a student wishes to go home with another student, plans **must be made in advance** and both students must bring notes from home or parents may notify the school's office. **We do not allow students to make phone calls during the day to arrange after school plans.** We ask that these arrangements be made in advance with parents to avoid any mid-day confusion and miscommunication. In the event that your child will be picked up by an adult other than a parent, please send a note with specific information or call the school office. **PLEASE NOTE: an e-mail or voicemail on the day of a change in dismissal request is not acceptable. You need to speak with school personnel directly to avoid any miscommunication.** Our building security plan is focused on the safety of the children in our care and requires extra time for planning and communication.

Notre École dismissal is at 3:25 p.m. Staff supervise the dismissal process inside and outside the school.

Timing of Dismissal

- 3:25 p.m. – Teachers dismiss students. Bus riders, Aftercare students, and students who walk or bike home are dismissed from their classrooms.
- Buses will not be held for late-arriving students. Students who miss the bus will be sent to the office to call you and may be checked into Aftercare.
- At 3:35 p.m., students still waiting for pickup are sent to Aftercare, and Aftercare billing applies.

DISMISSAL DURING SPECIAL EVENTS

Special school-wide events, are busy occasions and attract crowds of parents, volunteers, and visitors. Often these events conclude at the end of the school day and disrupt our school's normal dismissal procedures. In order to maintain a smooth and safe dismissal process, we modify our school dismissal procedures on these days.

Special Event Dismissal

Teachers will keep track of their students throughout the day on paper rosters. Parents/guardians who wish to pick up their children early may do so by signing out their children directly with the homeroom teacher. Guests who are not parents or guardians who wish to pick up a student early must visit the school office to do so.

EARLY DISMISSAL and REQUESTS FOR AN EARLY DISMISSAL

Leaving school early means missing instructional time. Minimize your need for early dismissals by using teacher professional development days for dental appointments, for instance. Avoid appointments on exam days, noted on the school's 12-month wall calendar.

Parents and guardians may request an early dismissal by phone (952-228-1097) or via handwritten note delivered to the school office. Submit your request as soon as you know you will need your child to miss school time.

1. A dismissal is an "early dismissal" if it occurs between 9:30 a.m. and 3:00 p.m.
2. 2:30 p.m. is the cutoff for you to alter that day's dismissal

EATING, WHERE IS IT ALLOWED?

Students may not eat food in classrooms, outside during recess or Aftercare, or in hallways, unless it is their official snack period, or they are receiving their Aftercare snacks, or for special occasions such as class parties.

EMERGENCY PREPAREDNESS

Student safety is a priority at Notre École. In the event of a school-wide emergency, Notre École will initiate its Emergency Management Plan, which includes the swift and secure sheltering of, accounting for, and care of students, and, if necessary, safe evacuation to a designated evacuation site. Notre École Academy's response plan includes the appropriate emergency communication and subsequent notification of parents and guardians. This includes the use of an automated contact function through

the JMC messaging system, which generates automated calls, emails, and text messages sent to the contacts you have provided in the database.

Notre École's Emergency Management Plan includes detailed contingency plans for these and other emergency scenarios:

- Fire
- Severe Weather
- Violent Intruder/Lockdown
- Bomb Threats
- Missing Child

Drills, Closed Campus, and Signing In and Out

Notre École conducts regular mandatory emergency drills and required safety inspections in cooperation with local police, fire, and safety experts. Staff also participate in annual school safety conferences and workshops. A key contributor to Notre École safety is that the school is a "closed campus," which means that external doors are closed and locked, visitors must have an appointment or clearly stated and approved purpose for visiting, and visitors must wear dated badges and sign in and out in the office. If your child has mobility needs that require an individualized evacuation plan, please contact the school nurse.

EXTENDED CARE—MORNINGCARE AND AFTERCARE

Notre École's Extended Care program provides before-school (7:30 – 8:40 A.M.) and after-school care (3:25-5:30 P.M.) for Notre École students. All school rules and behavior expectations apply during Extended Care.

Fees are as follows:

- Morningcare, 7:30-8:40 a.m. \$8 per morning (consistent)/\$9 per morning (drop in), billed at the end of each month.
- Aftercare, 3:25-5:30 p.m. \$16 per afternoon (consistent)/\$17 per afternoon (drop in), billed at the end of each month.
- A fee is charged for returned checks.
- A late fee of \$1 per minute per student is charged for late pickups.
- Students staying after school for evening events such as dances, activity nights or parent meetings will be enrolled in Aftercare, and you will be billed.

Morningcare

Morningcare is between 7:30 and 8:40 a.m. Students must be signed up for each day they attend Morningcare. You'll be billed at the end of the month for each day you use Morningcare. Students can bring a healthy, nut free snack and may choose between quiet study time or indoor games and activities. Students are released to staff-supervised grade-by-grade locations at 8:40 a.m. when regular student arrival begins.

Aftercare

All Notre École students are eligible to use Aftercare. Students must be signed up for each day they attend Aftercare. You'll be billed at the end of the month for each day you use Aftercare.

Aftercare begins at 3:25 p.m. Students who are signed up for Aftercare are escorted to their Aftercare locations by their teachers. Students can choose among a number of activities for the day. Students may also bring a snack. Snacks must be nut free.

Homework is part of Aftercare. Students can join a supervised setting to work on homework and receive help and encouragement to finish work before they go home.

Computer Access during Aftercare

Aftercare students may use computers or tablets. The use of electronics is monitored by Aftercare staff, and students are limited to approved websites. If you prefer that your children not have after school computer access, contact the school.

Aftercare Pickup

- Aftercare students must be picked up by 5:30 p.m.
- You may be asked to show a legal ID.
- If your child is registered for Aftercare but you arrive for pickup before 5:30 p.m., you still will be billed for Aftercare.

Aftercare Billing

Billing for morning and afternoon Extended Care also is handled through JMC. At the end of each month, invoices are available for you to review. Payment information is provided on the invoices. The deadline for you to make any needed changes in the day's dismissal plan is 2:30 p.m. You will be billed for Aftercare on days when you are signed up for it even if you pick up before 5:30 p.m.

FIELD TRIPS

Field trips are occasional educational trips planned by teachers for their students during the school year. Field trips are important because they connect students with the surrounding community and engage them in new learning processes. You will receive a permission slip to be completed and returned to school. The slip will include information about timing and transportation. If field trip chaperones are needed, the form will indicate so. Note that chaperones are assigned first-come, first-serve—submit your form quickly for the best odds of being selected! Field trip volunteers must submit and pass a background check prior to a trip; allow at least seven working days for this process.

On field trip days, if the field trip includes the lunch hour, students who eat home lunch may bring their meal. Students signed up for school lunch on the day of a field trip will receive a school lunch in a disposable bag or box that includes cold options such as a sandwich, fruit and vegetable, and milk.

FINANCIAL POLICIES

Records, Fees, and Bill Requests

In the presence of the Executive Director or Academic Director, parents and guardians may view their child's permanent school records. Please give the school one day's notice so that records may be prepared.

There will be occasions when Notre École finds it necessary to charge families fees. Examples of these instances include lunch, field trips, Extended Care (Morningcare and Aftercare), after school Enrichment classes, music lessons, athletics, Retreats, lost materials, late payments, damaged equipment, returned checks/ACH fees and additional educational services.

Notre École Extended Care bills may be used for IRS documentation and pre-tax childcare expense accounts. Please provide two weeks' notice for a year-end statement of fees paid for Enrichment classes, music lessons, and all other educational expenses. Statements are available free in January and July. At other times a \$5 processing fee is assessed.

GAMES AND TOYS AT SCHOOL

Toys such as playing cards or action figures or other disruptive objects should not to be brought to school. Occasionally, teachers may allow a toy to be brought for show and share time or as part of an Enrichment Class, but it must remain in a student's locker or cubby when not being shown in class or used in Enrichment. Card games such as Pokémon or Magic are not allowed unless an exception has been granted. Laser pointers are not toys and are not allowed. Fidgets, such as spinners or cubes, are considered toys and are not allowed at school unless part of a student's IEP or 504 plan. Student belongings that cause learning disruption or interruption will be confiscated by the teacher. Toys from home are not allowed in Aftercare. Also see the section on Confiscated Items.

GRIEVANCES

In school settings, parents occasionally may have concerns, may need clarification regarding school policies, or may wish to discuss a grievance. If you have an academic concern or suggestion, or if you need a more thorough explanation of a school policy, action or situation, we encourage you to first discuss the concern with your child's classroom teacher, if appropriate. If you feel you need further assistance, contact the Coordinator(s) or Behavior Staff. School administrators will make every effort to explain and resolve any issues or concerns.

HALLWAY PASSES

Students not in their assigned rooms must have a hallway pass from a teacher or staff member, or be accompanied by a teacher or staff member.

ILLNESS AND INJURY/STUDENTS

Notre École strives to promote the health and well-being of all students while minimizing absences and missed learning time. Staff members receive annual first aid training, including concussion identification, and are expected to be sensitive and prepared if any of their students require special medications or accommodations, such as inhalers or Epi-Pens. Parents should bring special health problems to the attention of co-coordinators. The co-coordinators will work with families to create a health plan to distribute to appropriate staff as needed.

Health office staff and other staff who have received training will provide routine first aid to sick or injured students. If a student is too ill to remain at school, the health office will contact a parent, guardian, or designated adult as soon as possible. The student will then be attended to by staff in the health office until pickup. For safety reasons, students who do not feel well during the school day are not allowed to call parents on their own to request to go home.

It is essential that a parent or guardian be available and prepared to pick up a child in the event of a more serious illness or injury within one hour after being contacted.

For the health and safety of the individual student and the rest of the student body, the school asks all parents to have in place a plan and back-up plan for picking up a child within the hour in the case of serious illness or injury. Anticipate possible delays and figure these into your backup plan. If you are not able immediately to pick up your child, the school will contact the emergency contacts you have designated.

All serious injuries that occur on school grounds and receive first aid attention will be reported to the health office, and an Injury/Incident Report will be completed within 24 hours by the supervising teacher or staff member. Parents/guardians will also be notified immediately, and 911 will be called in the event of an emergency situation such as a break, fracture, head or neck injury, unconsciousness, significant blood loss, or Epi-Pen use.

In order to protect the school community from communicable ailments such as strep throat, pink eye, or head lice, parents are asked to report all illnesses to the health office by phone or email. Your child's name will be kept confidential and the health office will use discretion in deciding when to inform other families of a particular communicable condition within a classroom. Children who show signs of a contagious condition, should not attend school. Please follow these criteria:

A child with the following symptoms is too ill to attend or remain at school and should be at home:

- Fever of 100°F/37.7°C or higher. Keep your child home for 24 hours after the temperature has returned to normal (98.6°F/37°C).
- Vomiting or diarrhea. Keep your child home for 24 hours after the final episode.
- Severe or uncontrollable cough.
- A rash that may be disease-related or for which the cause is unknown.
- Yellow or green mucous coming from the nose or mouth.
- Untreated head lice. Your child should remain home until treated.
- Too ill to go outside during recess or physical education (PE) class. Students go outside for recess and often during PE class. Students may not stay in the classroom or health office at these times unless activity has been restricted, in writing, by a doctor. If your child is unable to participate in physical education or recess due to injury or illness, you must send Notre École a doctor's note and notify the health office. The health office will apprise appropriate school staff members of the situation.

If a student is absent due to illness or injury for five (5) or more consecutive days, parents or guardians must produce a doctor's note in order for the absence to be excused.

IMMUNIZATION REQUIREMENTS/STUDENTS

In order to be compliant with immunization law in Minnesota (Statute 121A.15), no student may stay enrolled in school without complete and proper immunization documentation submitted. Therefore, any child not in compliance by the first day of school will be excluded from attending classes until missing immunizations are completed and documentation is provided to the school. A medical exemption form, conscientious objection exemption form, or documentation of immunity by titers to certain viruses requiring vaccination is also acceptable. If you are unsure if your child's record is complete, you can check with your primary care clinic or contact the health office.

INTERNET AND CYBERSPACE ACCEPTABLE USE

The school's internet connection is intended for educational purposes, and access to the internet is a privilege through which students have an unparalleled opportunity to participate in a global community of information and learning. With this comes responsibility. Students who will use the internet and access cyberspace at school must agree to internet and cyberspace appropriate use; a form is sent home for you and your child to review, sign, and return to school. Inappropriate use and behavior reflect upon the school, and may be unsafe and lead to user penalties, including revocation of privileges, disciplinary action and, if warranted, legal action. Students must comply with the following internet and cyberspace use restrictions designed to provide both safe and acceptable use. Also see Technology section.

Notre École Academy takes seriously all issues of cyber abuse. Issues involving the abuse and misuse of cyberspace, even at home or outside of school, may influence the physical, social, psychological, and educational well-being of our students and staff. Parents and students should report to Behavior Staff or the Coordinator(s) any concerns regarding abuse or misuse of cyberspace. A report may be made anonymously though anonymous reports may limit the school's ability to respond effectively. Notre École staff are required immediately to report all concerns regarding cyber bullying to the Behavior Staff the Coordinator(s). Whenever possible, parents, students and staff are asked to save evidence of cyber abuse to help the school investigate.

The following are unacceptable internet and cyberspace uses and practices:

- Using the internet at school for non-school activities.
- Knowingly using another person's password, misrepresenting your identity, or giving your password to others.
- Violating federal, state or local laws while on the internet. This includes sending or receiving copyrighted information without permission.
- Commercial use.
- Sending patently harassing, intimidating, abusive or offensive material to or about others in messages both public and private.
- Sending chain letters or pyramid schemes, broadcasting inappropriate messages to lists or individuals, and any other use that would congest the Internet or otherwise interfere with the work of others.
- Sending or receiving pornographic material, inappropriate text files or files dangerous to network integrity.
- Vandalism such as deliberately attempting to change files not belonging to you or to harm or destroy the work, systems, or data of another user, including uploading or creating a computer virus.
- Engaging in illegal distribution or receipt (pirating) of software, music, video or other copyrighted material.
- When downloading information, failing to comply with any associated terms or conditions specified by the supplier of that information.

- Circumventing security measures on school or remote computers or networks.

ITEMS NOT ALLOWED AT SCHOOL

The following items are not allowed at school: glass drink containers (including water bottles wrapped in another substance), gum, laser pointers, nuts, personal gaming devices (such as Gameboys, handheld Sony PlayStations, or Nintendo DS) weapons (such as knives and guns of any kind including imitations, toys or imposter weapons of any kind), alcohol, tobacco, and chemical substances. In general, toys are also not allowed on campus. A toy may be brought to school for sharing time but should remain in a student locker or cubby when not being shown in class. Fidgets, such as spinners or cubes, are considered toys and are not allowed at school unless part of a student's IEP or 504 plan.

LEAVING THE CLASSROOM DURING CLASS

Students are not allowed to leave the classroom during class or testing periods without permission and a hallway pass or adult escort except in cases of emergency.

LIBRARY

Students will have access to their classroom library. Classroom teachers and parent volunteers help students select materials appropriate to their reading levels and interests. Following are the main rules governing use of the library and checking out books:

1. Two books may be checked out at a time.
2. Books are due two weeks after the checkout date.
3. Books are overdue two weeks after their checkout date. Lost books are six weeks overdue.
4. Overdue notices are sent home prior to the end of each term with an explanation of replacement fees and procedures.
5. Students may renew a book one time if it has not been requested by another user.
6. Students should return Notre École library books to the classroom teacher or via the Notre École book return box at any time.
7. New books may not be checked out until the old ones are returned. Please remind your child of library book due dates.
8. The minimum replacement fee for a lost or damaged book is \$10. A damaged book is a book returned in an unusable condition.
9. If you receive a notice, please pay the fee within two weeks.

LOCKERS

Notre École students are assigned hallway lockers for storing books, PE shoes, school supplies, coats, hats, boots, and such. Lunch boxes or bags may be stored in lockers, but no food should be stored in a locker for more than one day, and open food and drink are not allowed in lockers.

Students should keep lockers clean. Birthday posters and similar decorations on the outside of a locker door should be school-appropriate. Students should not tamper with name labels or other school-issued stickers.

Lockers are the property of the school. Only locks owned by the school may be used on Notre École lockers. Unknown locks will be discarded. The lockers and their contents may be searched at any time for health or safety without notice and without student consent. The school is not responsible for student belongings brought to school. There is a \$50 fee for vandalized lockers. Also see Student Searches.

LOST AND FOUND

Lost and Found items are collected and kept in the office. Staff attempt to return items, but unclaimed items are donated to charity at the end of the month.

LUNCH AND SNACK

Ordering School Lunches and Milk

Notre École has partnered with Lancer for school lunch and milk. A menu will be available to view on the school website. Ordering and paying for school lunches will be through the school website and your family JMC account. Your choice of school lunch should be ordered a week in advance.

We are pleased to continue to offer Free and Reduced Price Lunches to families in need. To apply, complete the Application for Educational Benefits.

Forgotten Lunches

Students who forget to bring a lunch must inform the school office, food coordinator, or classroom teacher as soon as possible. Notre École will attempt to contact a parent or guardian in the morning on any days when a lunch is forgotten. If the family is not able to bring a lunch to school for the child, an alternative entrée will be provided.

Lunch ID Cards

The school uses an electronic scanning system to manage lunch distribution. This system is part of the online lunch ordering process. Notre École students are issued personal ID cards including their own bar codes. In the lunch line, the cards are scanned to identify the student's pre-ordered meals. Lunch ID cards are kept at school and are not sent home with students. Homeroom teachers keep track of the cards and distribute them each day just before lunch.

Parents/Guardians Eating Lunch with Their Children

Parents/guardians may visit and eat lunch with their children but must follow the school's visitor and guest procedures. In addition, parents wishing to eat the school lunch will need to order a lunch (\$6.00 per adult meal) by contacting the food service staff at least ten days prior to the visit. If a school lunch is not ordered, parents and guardians may bring their own nut-free food. Visiting parents and guardians may only share food with their own children.

Student Lunches

Notre École provides a school lunch program catered by Premier Kitchen with healthy food choices. Premier Kitchen prepared school meals are peanut-free and nut-free although nuts are processed in their facility. Students also are welcome to bring lunch from home, but they do not have access to refrigerators or microwaves, so please plan accordingly.

Snacks

Snack times are incorporated into each school day. Except in the case of special occasions such as class parties, students may not eat food in classrooms unless it is during the designated snack period or when they are receiving an Aftercare snack. Food may not be eaten in the hallways. We rely on each family to provide a healthy, nutritional snack each day. Please realize that snack time is brief, so consider something tasty but easy. As is the case with lunch, we do not allow any snacks with peanuts or nuts. Fresh and healthy foods such as vegetables, fruit, or cheese and crackers are encouraged.

MEDICATION/STUDENT MEDICATION

Parents should give medication at home and avoid scheduling doses of medication during school hours. If medication must be given at school, it will be dispensed by health office staff or other trained staff. Teachers will only administer medication during field trips or in emergency situations.

Administering Medication at School

When it becomes necessary for medication to be administered at school, the following procedures must be followed:

1. The school must receive written permission from a parent or guardian as well as a medical doctor in order to administer any medication (prescription or non-prescription) at school.
2. Complete the [Medication Authorization Form](#).
3. All prescription medications must be transported to the school by an adult in the original, pharmacy- labeled container that includes the student's name, medication name and dose, and physician's name printed on the label, unless a physician's written order recommends otherwise. Upon request, pharmacies can divide the medication in two bottles—one for home and one for school.
4. Parents must provide a copy of all relevant information related to the medication, including an emergency plan for all life-threatening conditions, such as asthma or anaphylaxis.
5. Parents must notify the health office when a medication is discontinued or the dosage or timing has changed.
6. All medications must be kept in the health office and managed by health office staff unless health office staff approve another arrangement.

MISSED CLASSES AND MAKE-UP WORK

Students who are absent from school are expected to complete missed schoolwork and exams. In the case of a planned absence, students are asked to complete as much work as possible before leaving or during the absence. In the case of illness or another unplanned absence, contact teachers as soon as the child returns to school to obtain make-up work, submit completed assignments and schedule make-up exams. If possible, students should submit work within two days of their return to school.

MOBILITY AIDS SUCH AS CRUTCHES OR WHEEL CHAIRS

If your child has an injury requiring any adaptive equipment such as crutches, braces, splints, or a wheelchair, send Notre École a doctor's explanation of the situation including the length of time the equipment will be needed. Because mobility devices may increase the risk of further injury or falls if not used correctly, counsel your child on proper use of the equipment. Such equipment is the responsibility of the user and should not be shared, used as a toy, or played with. The only person who may use the equipment while on school grounds is the person who needs it. If they need assistance carrying their belongings to class, they may ask one classmate at a time to assist them. If your child has ongoing mobility needs, please contact the school to create a confidential Emergency Evacuation Plan to be used during drills and emergencies to keep your child safe.

MORNING ARRIVAL

We ask all Notre École community members and visitors to abide by these parking and traffic guidelines to ensure safety, good traffic flow, and efficient arrival and dismissal. We prioritize safety and respect for our neighbors while coping with limited parking space and abiding by state and city traffic regulations.

Car Drop-Off Safety

Car drivers, to drop off your child off at school between 8:40 and 8:50 a.m. Drop students off at the door located by the back parking lot (north door) of the school.

Students should be in the building before 8:50 a.m. Students arriving in homeroom after 9:00 a.m. are tardy. Tardies are entered in the student's permanent attendance record and unexcused tardies can quickly add up to a serious truancy issue.

NOISE EXPECTATIONS AT SCHOOL

Everyone should make a deliberate effort to control noise at school. During breaks, students should keep noise to a minimum—no shouting, running, roughhousing, slamming locker doors, or like behavior. When classes are in session, students and teachers passing in the hallway are asked to keep their voices down.

NON-DISCRIMINATION

Notre École does not discriminate on the basis of race, color, national origin, sex, age, or disability in accordance with Federal law and U.S. Department of Agriculture policy. Notre École takes seriously any and all claims of harassment and will respond accordingly.

PARKING GUIDELINES

Notre École families and visitors are asked to keep student safety and neighborhood courtesy in mind when driving near the school. The actions of Notre École community members have an impact on the manner in which Notre École is perceived. It is important to the school's relationship with the City of Golden Valley and area businesses that everyone affiliated with Notre École strive to be respectful of property, roads, and residents in our area. Complaints that are forwarded to the City of Golden Valley greatly hinder our school's ability to work with the City and other stakeholders. Your actions make a difference!

Please follow these guidelines as you travel in our area:

1. Do not block alleys or private driveways. Neighborhood residents have the right to enter or exit their alleys and driveways at all times including during Notre École arrival and dismissal periods.
2. Do not use alleys to exit the school area; this is unsafe for neighbors and students. Alleys are for resident traffic only, not for public use.

3. Do not make U-turns or use private driveways or alleys to turn around. Instead, to reorient your vehicle safely, circle a city block.
4. SLOW DOWN! For student safety and out of courtesy to our neighbors, do not speed in our residential area. Violators will be reported to the police.
5. Fender benders—if you accidentally tap a parked car, leave a note with your contact information and contact the school so the office has a record if there is an inquiry.

PROPERTY/SCHOOL PROPERTY

Student lockers, cubbies, desks, computers and iPads are for the use of students but remain the property of Notre École. Notre École exercises exclusive control over school property. Also see Lockers.

PROTECTION AND PRIVACY OF PUPIL RECORDS

Notre École recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. Notre École has adopted procedures and policies regarding the protection and privacy of parents and students, pursuant to the requirements of 20 U.S.C. § 1232g, et seq., (Family Educational Rights and Privacy Act (FERPA) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000. State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies as private data on individuals all data on individuals maintained by a school district that relates to a student. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

PUBLICITY/SCHOOL PUBLICITY

Notre École participates in the furthering of language immersion by participating in professional conferences. Your child may be recorded photographically or on video but will not be identified by name without your permission.

RACIAL SLURS, VERBAL ABUSE, OBSCENITY, AND PROFANE LANGUAGE OR GESTURES

Racial slurs and other abusive, obscene, or profane language (whether verbal, non-verbal, written, or in drawings or pictures) toward students, teachers, staff, or other community members are a major breach of school discipline and may lead to serious and immediate disciplinary action, including suspension or

expulsion. This policy applies everywhere on the school campus, on buses, and during offsite school-sponsored functions such as field trips, sporting events, and retreats.

SCHOOL DAY, OFFICE HOURS, AND WHICH DOOR TO USE

The office is open Monday through Friday, 8:00 a.m. to 4:00 p.m. on school days. Office hours are subject to change during school breaks and on teachers' professional development days which are listed on school calendars.

Regular school day hours are from 8:55 a.m. to 3:25 p.m. Students not in their homerooms by 9:00 a.m. are tardy. In order to be in homeroom, ready to learn, students should plan to arrive in the building no later than their assigned drop-off time.

Students dropped off earlier than their scheduled drop-off time are sent to Notre École's fee-based Morningcare program. Students picked up later than 3:25 p.m. are sent to Notre École's fee-based Aftercare program.

SEXUAL HARASSMENT

Sexual harassment in any form is forbidden in school, on school grounds, on buses, or at school-related activities. Sexual harassment is a major breach of school discipline and may lead to serious and immediate disciplinary action, including suspension or expulsion. Any student who believes that he or she is a victim of sexual harassment should talk to a parent or to a school authority such as a teacher, the Dean, or the Executive Director. Students should not try to solve sexual harassment issues alone. Any complaints or reports of sexual harassment shall be thoroughly investigated by the School Coordinators or a designee.

SPECIAL EDUCATION

Notre École strives to serve all students. Academically or behaviorally-challenged students have every opportunity to succeed at Notre École. Per law, Notre École makes every effort to meet each child's needs through general education before seeking special education services.

Families with any concerns should connect with the child's primary teacher first. If there are significant concerns about a child's progress or ability to function similarly to typical peers at school, the teacher will consult with grade level or subject peers as well as with the School Coordinator(s).

From the baseline data provided by the teacher, the child's strengths and weaknesses will be discussed to determine the highest priority area(s) of need for the student. Two interventions (each lasting at least 3 weeks) targeted at improving the specific area(s) of need, will be developed. If the child is not able to make sufficient progress, even with targeted interventions in place, child is referred to the Child

Study Team (CST). The CST and teachers meet with the family to develop an evaluation plan to determine if the child qualifies for special education services. Once an evaluation plan is signed, the special education team completes the evaluation within 30 school days and reports the results to the family. If the child qualifies for special education services, the special education team (including parents) develops an Individualized Education Program (IEP) for the child and begins providing special education services.

It is important to note that there are no federal eligibility criteria for qualifying a student for special education services in deficits of a second language (French, in this case) when there are no demonstrated student needs in the student's first language (English, in most cases).

STUDENT SEARCHES

Notre École staff and faculty may conduct searches of students at any time, without notice, without student consent, and without a search warrant when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Students should have no expectation of privacy in lockers, desks, computers, iPads, emails, backpacks, pocketbooks, and the like. Inspections of lockers, backpacks and desks may be conducted periodically to ensure safety, cleanliness, and adherence to rules. Such searches will be reasonable in scope and intrusiveness, while taking into account the age and sex of a student and the nature of the concern leading to the search. A particular student's effects are also subject to being searched by school officials and are subject to the same rules. Students will be notified as soon as possible at the conclusion of a search.

TECHNOLOGY/PERSONAL ELECTRONICS

Notre École uses technology to enhance learning, and some student-owned technology is permitted at school. Notre École takes seriously internet safety and appropriate use and monitors and supervises internet, media, and technology use though it cannot and does not guarantee that students will never be exposed to internet content, games, or technology that may be contrary to individual parental wishes. This section describes what is allowed, what is not allowed, and how technology is used at school. If parents ever have concerns about a technology-related issue, they should contact the school immediately.

The use of personal electronic devices while on campus is a privilege that may be revoked at any time at the discretion of an administrator. Students bring personal electronics to school at their own risk, and the school is not responsible for their loss or theft. Exceptions may be granted for special events such as class parties, field trips, retreats, and the like. For safety, personal electronic devices may not be used to browse the internet or send messages through the internet while on campus unless for teacher-approved academic purposes. Cell phones may be used to send text messages before and after school, and school-issued iPads and laptop computers may be connected to the internet for school purposes only.

- Students may not bring personal laptops or notebooks to school.
- School-owned desktop computers, laptop computers and iPads are the school's property, and it is the responsibility of users to keep them safe and treat them with care. The school will contact parents of students who do not exercise appropriate respect for equipment.
- Computers not owned or approved by the school may not be attached to the network without approval from the school.
- School computers may not be moved, opened, unplugged, or physically changed without prior approval.
- The privilege to use cell phones, and other family-owned technology on campus may be revoked at any time at the discretion of an administrator. The school is not responsible for lost or stolen personal electronic devices or cell phones. Students bring personal electronics to school at their own risk.

Audio Devices Such as iPods, MP3 Players or CD Players

Students are not allowed to bring personal audio devices to school. If a student brings such a device to school, staff will confiscate it.

Cell Phones, Apple Watches/Smart Watches at School

Students are not allowed to have cell phones or smart watches in class. If they do bring these in class, they will be confiscated and parents will be contacted cell phones and smart watches that are brought to school may be used before or after school only. They should be silenced and kept them in their lockers during school hours. Students may not send or receive calls or messages during school hours for any reason. Any student who needs to contact parents during the school day may request a pass to the office where a short phone call may be made. Cell phones seen during the school day will be confiscated by staff. Also see the section on Confiscated Items.

Cell Phone Cameras and Digital Cameras

Students are not allowed to take pictures of or record anyone on school grounds without first asking the subject of the photo for permission. No cameras or devices with cameras may be used in bathrooms or locker rooms. Students who take inappropriate pictures or make inappropriate recordings of others will be subject to disciplinary action.

Electronic Readers Such as Kindles or Nooks

Students may not bring electronic readers to school. Electronic readers are not allowed in class unless specific permission is granted by a teacher for academic purposes. Electronic readers are not allowed in classrooms during exams. Students who violate these procedures will have their devices confiscated.

iPads or Tablets

Students are not allowed to bring iPads or tablets to school. These devices will be confiscated if seen and parents will be contacted. Also see the section on Confiscated Items.

THEFT AND VANDALISM

Theft or vandalism of school property, or the property of others, is a major breach of school discipline and may lead to serious and immediate disciplinary action, including suspension or expulsion, as well as a requirement of restitution.

THREATS TO FACULTY, STAFF, STUDENTS AND VISITORS

Threats of any kind—to faculty, staff, administrators, school officials and visitors—are damaging to the learning environment, are a major breach of school discipline and will not be tolerated. Threats of any kind may lead to serious and immediate disciplinary action, including suspension or expulsion. All threats will be taken seriously including verbal, written and electronic threats via cell phone, text message, instant message, Facebook, Snapchat, Instagram, other social media, gaming sites, personal web pages, videos, and emails.

TOBACCO, ALCOHOL, AND CHEMICAL SUBSTANCES

Chewing tobacco and smoking are not allowed on school property including both inside and outside areas. Alcohol, tobacco and chemical substances are strictly forbidden at Notre École. Student possession of any of these items is a major breach of school discipline and may lead to serious and immediate disciplinary action, including suspension, expulsion, and referral to law enforcement. Students concerned about or struggling with tobacco, alcohol, or drug use may consult with a school administrator. Students who confide in a staff member, will be given support and will be treated with respect. They will be informed about what steps they can take to help themselves regarding substance abuse or any other personal problems they may have, and discipline consequences will be avoided if possible and appropriate.

SCHOOL ATTIRE

At Notre École, we value students for who they are, not what they wear. Students should dress modestly and appropriately for an educational setting as outlined in the School Attire Policy.

Teachers and staff monitor student compliance with the Notre École School Attire Policy. Administrators respond to compliance questions, assess the appropriateness of attire in the case of questions, and record instances of non-compliance.

Winter Clothing

Parents are responsible for making sure their children are always dressed appropriately for the weather. Students, teachers, and staff go outside for recess, PE class, and after-school activities unless the temperature with wind chill is below zero Fahrenheit. A coat or jacket (sweatshirts are not sufficient), warm hat, and mittens or gloves are required when the weather is 40 degrees Fahrenheit or colder. In addition, snow pants and snow boots are required for students whenever the temperature is 30 degrees Fahrenheit or colder or there is snow on the ground. Students who are not dressed properly will not be allowed outside for recess, PE or after school.

Always send weather-appropriate clothing with your children, even on the coldest days when students will not be going outside. Students must be prepared in case an emergency situation arises which requires us to exit the building and remain outside for an extended period of time.

VIOLENCE/PHYSICAL VIOLENCE

School policy prohibits violence of any kind in school, on school grounds, on buses, or at school-related activities, including field trips, sporting events, and retreats. Any form of physical violence is a major breach of school discipline and may lead to serious and immediate disciplinary action, including suspension or expulsion. Physical violence is defined as using physical force, no matter how minor, in anger or with the intent to hurt. In addition, physical horseplay, such as pushing, pulling, shoving playfully, hitting, kicking, tripping or wrestling, may be a precursor to physical violence, and therefore is not allowed at Notre École.

VISITORS, GUESTS, AND ACCESS TO THE FACILITY

Parent, guardian, and visitor access to the building is restricted and closely monitored before, during, and after school. Notre École is a closed campus, meaning all external doors remain closed and locked. Our campus is closed, locked, and secure during after-school hours as well. Students are not authorized to give visitors access to the building, and visitors should not ask them to open a school door. Call the school if you need to have an emergency message delivered to a student during the school day.

Visitors—including parents and guardians, volunteers, contractors, workers, and others who have business in the school should register in the office, and wear a dated visitor badge while at school. Visitors, including parents and guardians, may be asked to show a valid ID and state the reason for a visit.

VOLUNTEERING

Notre École asks parents and guardians of current students to contribute four hours or more of volunteer work to the school each year. The school regularly needs volunteers for the library, cafeteria,

playground, special events, and office support. Volunteers should be aware of and willing to help all students. The time commitments for volunteer opportunities vary, and we ask that volunteers arrive promptly and stay for the entire scheduled time. Volunteering at Notre École is contingent on the successful completion of a background check. If you would like to volunteer, please email your availability and interests to school staff or fill out the form at <https://www.notreecole.org/volunteer-1>.

WATER BOTTLES/GLASS CONTAINERS

Keeping well-hydrated is important. Students may bring a non-glass bottle filled with fresh water to school every day. For safety, glass bottles, even those wrapped in another material, are not allowed on campus. Glass lunch containers are not allowed.

WEAPONS

Weapons such as knives and guns of any kind including imitations, toys, or imposter weapons of any kind are not allowed on school grounds, on buses, or at school-related activities, including field trips, sporting events, and retreats. Bringing a weapon to school is a major breach of school discipline and may lead to serious and immediate disciplinary action, including suspension or expulsion.

WEATHER/SEVERE WEATHER

Notre École is an independent school district and makes its own decisions regarding severe weather. Notre École does not automatically follow Robbinsdale Public Schools weather decisions. The school will close if weather-related conditions necessitate it. A Notre École closing or alteration in Notre École school hours will be announced by 6 a.m. via the media, email and automated voice messages from the school to the contacts you provide; and postings on the Notre École website.

If the school is not closed, but the schools in your home district are closed, your child may stay home and receive an excused absence that day. Call the school to report the absence.

YOUTUBE

Notre École does not block YouTube, which can be a powerful educational tool. Our teachers often use YouTube in class for teaching, demonstrations, research, presentations, and projects. Students may only access YouTube for academic purposes, and students use it under teacher supervision.